

State of Michigan

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

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Office Work Area Requirements

| Agency: UIA-PRO Department: LARA Location: SAGINAW/SAGINAW TOWNSHIP | | | | Contact Person: Telephone: Email: | | | | Creation Date: March 5, 2012 Revised Date: | | | |
|---|--------------------|--------------------------------|-------------------|---|---|-----------------------|--|---|---------------------|--|--|
| | | | | | Current Space Needs | | Future Space Needs | | | | |
| Work Areas | Attributes | Standard Net Square Feet (NSF) | User Override NSF | x | Current Number of Staff | Current Net Work Area | Staff Growth | Total Number of Staff | Total Net Work Area | Comments (Required when using User Override) | |
| Department Director | Enclosed Office | 350 | | x | | 0 | | 0 | 0 | | |
| Chief Deputy Director (19 & above) | Enclosed Office | 250 | | x | | 0 | | 0 | 0 | | |
| Deputy Director, Assistant Director, Bureau Director (18 & above) | Enclosed Office | 225 | | x | | 0 | | 0 | 0 | | |
| Division Heads or Chiefs, Agency Director (18 & above) | Enclosed Office | 180 | | x | | 0 | | 0 | 0 | | |
| Special Designation Office (requires justification) | Enclosed Office | 150 | | x | | 0 | | 0 | 0 | | |
| Assistant Division Director or Chief, Managers (13 & above) | Open Office | 120 | | x | | 0 | | 0 | 0 | | |
| Supervisors | Open Office | 80 | | x | 3 | 240 | | 3 | 240 | | |
| Professionals, Technicians | Open Office | 80 | | x | 18 | 1,440 | | 18 | 1,440 | | |
| Part-Time, Students, Interns, Field Staff, etc. | Open Office | 48 | | x | | 0 | | 0 | 0 | | |
| Hotelling Space | Shared Open Office | 20 | | x | 18 | 360 | | 18 | 360 | | |
| | | | | | Total Current Work Area Requirements Staff Area 39 2,040 | | Total Future Work Area Requirements Staff Area 39 2,040 | | | | |

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Special Support Area Requirements

| | | | | | | | | | |
|---|---------------------------------|---------------------------------------|---|----------|---------------------------------|---|-------------------|---|---------------------------------|
| Agency: UIA-PRO Department: LARA Location: SAGINAW/SAGINAW TOWNSHIP | | | Contact Person: Telephone: Email: | | | Creation Date: March 5, 2012 Revised Date: | | | |
| | | | | | | Space Needs | | | |
| Public Use Space | Attributes | Standard Net Square Feet (NSF) | User Override NSF | x | Standard Number of Areas | Number of Areas | Total Area | Comments | |
| | Reception Area | N/A | | x | N/A | | 0 | | |
| | Service Counter/Waiting Area | N/A | | x | N/A | 1 | 0 | 70-100 CUSTOMER WAITING AREA | |
| | Security Guard Station | N/A | | x | N/A | 1 | 0 | | |
| | Interview Rooms | 120 | | x | N/A | | 0 | | |
| | Public Access Toilet Facilities | 80 | | x | N/A | 4 | 320 | SEPARATE STAFF & PUBLIC | |
| TOTAL PUBLIC USE SPACE: | | | | | | | 320 | | |
| Conference & Meeting Space | Attributes | Standard Net Square Feet (NSF) | User Override NSF | x | Standard Number of Areas | User Override Number of Areas | Total Area | Comments (Required when using User Override) | |
| | Conference (40+ Person) | 800 | N/A | x | 0 | | 0 | | |
| | Conference (10-12 Person) | 225 | N/A | x | 1 | 2 | 450 | (1) CONF. Rm for 20 staff | |
| | Conference (6-8 Person) | 150 | N/A | x | 1 | | 150 | | |
| | Conference (2-4 Person) | 100 | N/A | x | 2 | | 200 | | |
| | Team Work Area | 120 | 225 | x | 0 | 1 | 225 | | |
| TOTAL CONFERENCE & MEETING SPACE: | | | | | | | 1,025 | | |
| Special Use Space | Attributes | Standard Net Square Feet (NSF) | User Override NSF | x | Standard Number of Areas | User Override Number of Areas | Total Area | Comments (Required when using User Override) | |
| | Mail Area | 80 | | x | 1 | | 80 | | |
| | Records & Storage | 100 | | x | 0 | 0 | 0 | | |
| | Copy / Fax Area | (1 for every 30 staff) | 36 | N/A | x | 2 | 2 | 72 | 1 for PRO / 1 for Rewrite staff |
| | Recycling Station | (1 for every 60 staff) | 36 | N/A | x | 1 | | 36 | |
| | Lunch / Break Room | (Assumes 20% usage) | 150 | | x | 0 | 2 | 300 | 27 staff |
| | First Aid Room | | 120 | | x | 0 | 1 | 120 | Mother's Room |
| | Unassigned Filing | (1 lateral file for 2 staff) | 9 | N/A | x | 20 | | 180 | |
| | LAN / Telecommunications Closet | (1 closet for 150 staff) | 150 | | x | 1 | 1 | 150 | |
| TOTAL SPECIAL USE SPACE: | | | | | | | 938 | | |
| TOTAL SPECIAL SUPPORT AREA REQUIREMENTS: | | | | | | | 2,283 | | |

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(Must be submitted with your 618)**User Defined Area (Non-Standard Office Space)**

| | | | | | | | | |
|---|------------|---|-------------------|---|--------------------------|-------------------------------|------------|---------------------------|
| Agency: UIA-PRO Department: LARA Location: SAGINAW/SAGINAW TOWNSHIP | | Contact Person: Telephone: Email: | | Creation Date: March 5, 2012 Revised Date: | | | | |
| | | | | | Space Needs | | | |
| User Defined Space | Attributes | Standard Net Square Feet (NSF) | User Override NSF | x | Standard Number of Areas | User Override Number of Areas | Total Area | Comments (Required) |
| Customer Waiting Area | | N/A | 1 | x | N/A | 750 | 750 | Customer waiting .70-1.00 |
| | | N/A | | x | N/A | | 0 | |
| | | N/A | | x | N/A | | 0 | |
| | | N/A | | x | N/A | | 0 | |
| | | N/A | | x | N/A | | 0 | |
| TOTAL USER DEFINED AREA REQUIREMENTS: | | | | | | 750 | | |

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Summary Page

| | | | | | |
|---|----------------------------|---|---------------------------|--------------------------------------|-----------------|
| Agency: UIA-PRO Department: LARA Location: SAGINAW/SAGINAW TOWNSHIP | | Contact Person: Telephone: Email: | | Date: March 5, 2012 Date Revised: | |
| DMB Project Number: | | | | | |
| | Current Space Needs | | Future Space Needs | | Comments |
| Office Work Area Requirements | Staff | Area | Staff | Area | |
| Enclosed Office | 0 | 0 | 0 | 0 | |
| Open Office | 39 | 2,040 | 39 | 2,040 | |
| TOTAL NET WORK AREA REQUIREMENTS: | 39 | 2,040 | 39 | 2,040 | |
| | | | Space Needs | | Comments |
| Special Support Area Requirements | | | Area | | |
| Public Use Area | | | | 320 | |
| Conference & Meeting Area | | | | 1,025 | |
| Special Use Area | | | | 938 | |
| User Defined Area | | | | 750 | |
| TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS: | | | 3,033 | | |
| TOTAL NET OFFICE SPACE REQUIREMENTS: | | | | 5,073 | |
| Net to Usable Ratio: 70% User Override Net to Usable Ratio: | | | | | |
| TOTAL USABLE OFFICE SPACE REQUIREMENTS: | | | | 7,247 | Square Feet |
| Total Current Staff: Total Future Staff: Percent Growth: | | | | 39 39 0% | |